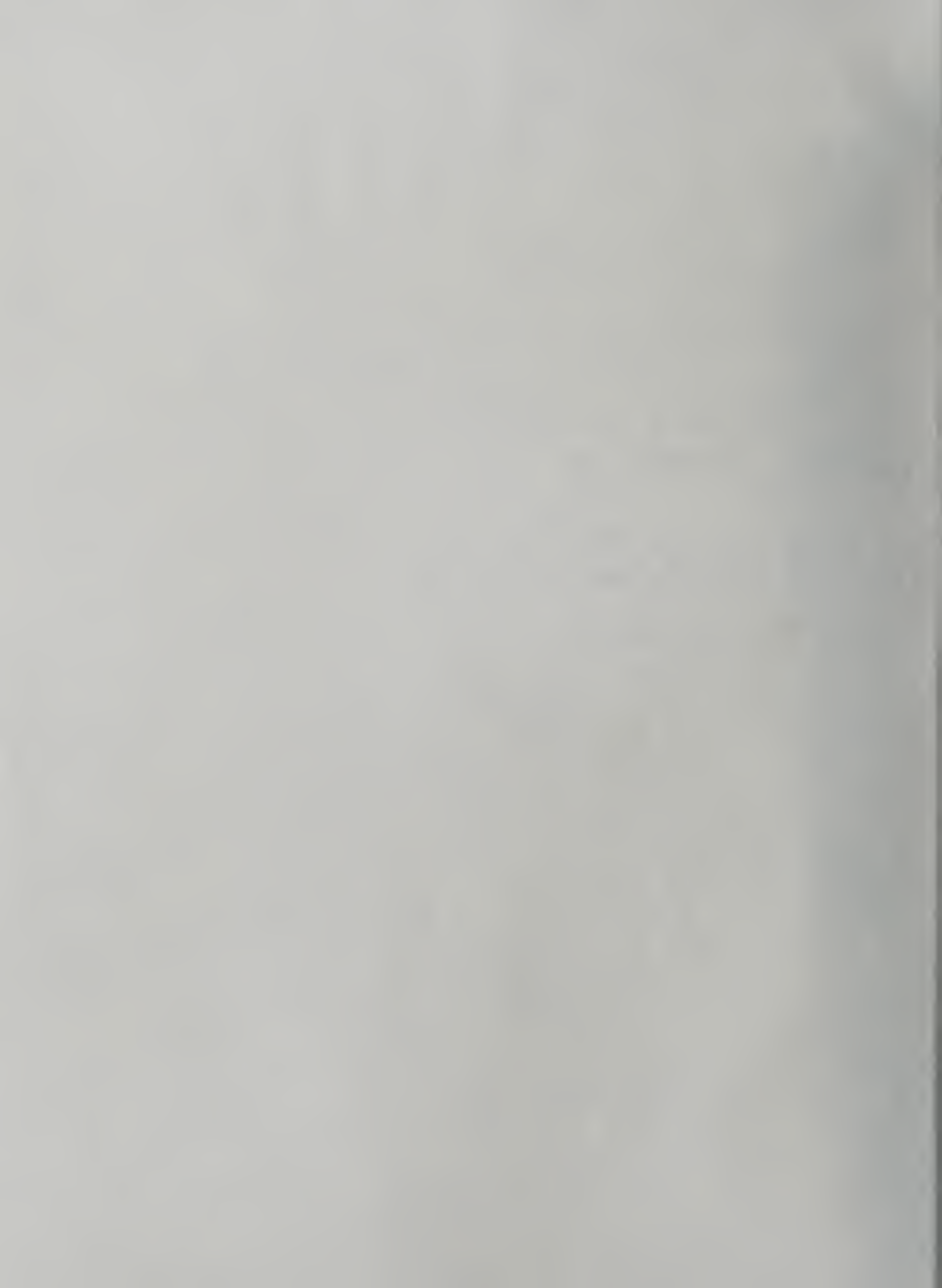


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DIVISION.

GUIDELINES FOR THE DESCRIPTIVE
INVENTORY (1975)





ILLINOIS STATE ARCHIVES

GUIDELINES FOR THE
DESCRIPTIVE INVENTORY

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PURPOSE OF THE DESCRIPTIVE INVENTORY

The purpose of the Descriptive Inventory is to provide as much specific information as possible about the contents of the records held by the Illinois State Archives. We will be striving to describe every type of data in every record series as completely as our abilities and reasonable time will allow. The descriptions of some series may necessarily be less detailed than others, as determined by the scope or organization of the records themselves, but if we begin with the goal of absolute detail, using common sense to tell us when that goal is impracticable or even impossible, the inventory will have achieved its purpose.

Formations of groups and series. The most important concepts in organizing the inventory are those of group and series. The records groups, the list of which begins on page 28, have been determined by the records' agencies of origin. All records created by a single department or agency are considered to be of one group. The exception to this general rule are those administrative units which at various times came under the jurisdiction of one or more other agencies but which always maintained their own identities and essential functions whatever the formalities of jurisdiction. Examples are the Division of Architecture and Engineering and the various charitable, mental and penal institutions.

The responsibility for the formation of series will primarily rest with the individual actually making the inventory. Only by direct contact with and comparison of the records being considered can a determination be made about what records constitute a single series. To arrive at a strict and universally applicable definition

of a series is difficult at best. For the purposes of the inventory we will consider a series as any collections of volumes or containers containing records of substantially similar content and use. A rough but generally workable rule-of-thumb for determining whether two or more volumes or containers belong in one series and should be reported on one form is to ascertain whether two or more separate volumes or file drawers are used because different records go in each, or simply because the quantity of the records is too large for one volume or file drawer to contain it. That is, if the records in two or more volumes or containers would have been kept in one volume or container if it had been large enough to hold them, the volumes or containers generally constitute only one series and should be reported on only one form.

GENERAL INSTRUCTIONS

Forms have been created for the inventory to provide for the greatest uniformity possible among the various individuals involved in making the descriptions. They will also allow for future determinations about the kinds of information we were seeking and how it was compiled. It is hoped that the specific instructions for making each item entry will also facilitate uniformity in reporting. The following general instructions will apply in all cases.

Entries. It is requested that only black ink be used in filling out the forms to facilitate editing and that writing, or printing if necessary, be as clear as possible to insure accuracy in transcribing the final copy.

Corrections. Do not under any circumstances, attempt to correct a number or misspelled word by writing on top of the incorrect number or letter. Instead, cross out the entire number or word in which the mistake was made and rewrite it correctly.

Additional Sheets. If you need more space than is allowed for on the main sheet, use the prepared additional form, filling in the appropriate number of sheets in the space provided in the upper right hand corner, as well as the Department/Agency, Division, and the Title of records. For Items 4 through 8, do not put part of the entry on the main sheet and part on an additional sheet. If more than one line is needed, make up the entire entry on an additional sheet. In the space after the item on the main sheet, write "See additional sheet no. ____." If more space is needed for Items 9 and 10, indicate that an additional sheet has been used by stating "Continued on sheet no. ____."

Abbreviations. Except for the abbreviations listed on the page 21, spell out all words completely. This is particularly important for series titles and department and division names.

SPECIFIC INSTRUCTIONS FOR COMPLETING FORM

Initial and Date; Series. Write in your initials and the date on which you completed the inventory. Leave the Series space blank.

Location Device. The location device indicating level, bay and drawer or shelf is used to pinpoint the exact placement of any series or record unit within the building.

There is provision made for two location devices in the upper left hand corner of the form to indicate the respective positions of the beginning and end of each series. If only one device is needed, as in the case of an entire series being complete in just one volume or drawer, then lines should be drawn across the word "through" and the second set of blanks to make this clear.

Level. The level is designated by a number, indicating floor number, and a letter, indicating whether it is the north (N), south (S), east (E) or west (W) vault. (see diagram, page 18) The present archives stack area is the south vault and from now on shall be designated as such. Thus the tenth level in the south vault would be designated 10S. The special or security vault on the second floor will be designated SV and the mezzanine area directly above it as SM.

Bays. The bays within each level are designated by a number and a capital letter. Number one in any vault is the first bay on the far left as one faces the outside wall of the building. In the north and south vaults the numbering continues clockwise to the bays on the inside wall, so that the last bay numbered is directly across the aisle from bay number one.

Within each bay, the sides are then designated as either "A" or "B". As you face into the bay from the aisle, the "A" side is to your left, the "B" side to your right.

Drawers and Shelves. Each drawer or shelf then has its own designation: a small letter given the vertical tier of drawers or shelves and a number given the drawer or shelf within that tier. The first vertical is "a", the second "b", the third "c" and so on. The drawers and shelves are numbered consecutively from top to bottom. Thus, the first tier, second shelf is designated "a2", the fourth tier, third drawer is "d3". (See diagram, page 18).

Further breakdown. If it is necessary to distinguish among several record units on a shelf or in a drawer (such as volumes, bundles, folders or boxes) the designation can be extended still further by adding a dash followed by consecutive numbers for each unit.

Examples:

6S/14A/b1-4	Sixth Level, south vault, fourteenth bay, left side, second vertical tier, first shelf, fourth volume.
10E/2B/c2 through 10E/2B/d1	Tenth level, east vault, second bay, right side; third vertical tier, second drawer through fourth vertical tier, first drawer.

Special cases. If the records are on top of a cabinet, use the letter(s) designating the vertical tier on which they rest followed by a dash and the phrase "top of cabinet."

Example: 6S/4A/b-top of cabinet

If the records are on the floor, either in the aisle or within a bay, complete the location device as much as possible and indicate the position.

Examples: 10E/2/floor in bay
2S/10/aisle

Items 1 and 2. Department/Agency and Division. The Department/Agency will generally be a name from the list of record groups which begins on page 28 of this manual. Under Division list any further breakdown within the Department or Agency. There may be two or three divisions and subdivisions within a given department. In such a case, list all that pertain to the records series beginning with the broadest and working down to the most specific.

There will be cases of records series being created under more than one Department or Division, because the name of the Department or Division has been changed or because the jurisdiction over the records has been transferred from one Department to another. If there is any apparent break in the records at the time of the change, even if the records are organized in a continuous file and contain the same kinds of information, consider making them two separate series, with references under Item 10, Other Information indicating their close relationship. If the break is non-existent or not easily discernible, list the names of each Department and Division involved, starting with the most recent and working back through the changes to the earliest along with the respective dates for each. Changes in name and jurisdiction are most likely to occur in mental health, penal, transportation, educational and some financial records.

Clarification of the histories of name and jurisdiction changes can be obtained from the chronologies in the Descriptive Inventory file or more extensively in Miss Norton's Departmental History.

Item 3. Title. If any volume or file box in a series has anything which may serve to identify the series written on the outside, the writing which appears on the latest volume or file box shall be given as the title of the series and should be written exactly as it appears on the volume or file box, even though there may be errors in spelling and punctuation and even though it may not accurately describe the contents of the series. Slashes to show where lines end will be the only punctuation change allowed. If the latest volume or file box has no title on the outside, enter that which appears on the latest volume or file box which does have a title. This is known as an exact title and must always be enclosed in quotations. If the exact title inadequately or inaccurately indicates the contents of the series, an explanatory title may be added in brackets. The explanatory title may be an entirely new title or may be merely words added to the exact title. Brackets may also be used to indicate correct spelling of misspelled words in the exact title.

Examples: "Auditor's Reports" [Minutes of the Alcoholic
Beverage Control Board]

"Judgment Docket" [and Bills of Costs]

"Notery [Notary] Public Bonds"

If none of the volumes or file drawers have any title on the outside, assign a title which adequately indicates the contents of the series. Such assigned titles must always be inclosed in brackets. If the title on the outside of the volumes or file drawers varies at all, add the words "Title varies" and indicate the title variations on an attached sheet.

Item 4. Dates. Give the beginning and end dates of the series, connected by a hyphen. If possible give month and day as well as year of each. If there are any gaps in the series, indicate them thus: "Jan. 10, 1895--Aug. 15, 1910; Sept. 15, 1925-- Aug. 17, 1936." If the records have no readily apparent dates, so indicate by writing "n.d." If it appears that a record series has accessions made on a regular basis, place an asterisk (*) after the closing date and explain under Item 10.

Example: General Assembly. House of Representatives.
Bills.

3. DATES 1818-1973*, 1st G.A.--78th G.A.

10. OTHER INFORMATION Sent to Archives at the
end of each session.

If either the beginning or end date cannot be ascertained exactly, indicate the approximate date by placing "ca." (circa) before the date.

Example: "Jan. 15, 1935--ca. Dec. 1942"

"Ca. 1859--1861"

If both dates are uncertain, place "ca." before each of them.

Example" "Ca. 1901--ca. 1925"

For General Assembly records, indicate the session number as well as the dates.

Examples: "1847, 15th G.A."

"1890--1908, 36th G.A.--45th G.A."

Item 5. Quantity/Space Used. Enter here the quantity of records in the series and in most cases the amount and type of space which they occupy. For bound records state the number of volumes and the number of shelves used to store them. Filing cabinets should be distinguished as either letter (8½"x11") or legal (8½"x14") size.

While a filing cabinet drawer is generally considered to equal 2 cubic feet, all drawers may not be filled and thus the stated number of cubic feet may not always be precisely double the number of drawers. Card files should be distinguished by the measurement of the cards in inches. Microfilm should also be qualified by either 16mm or 35mm.

Examples: 6 vols. on 6 roll out shelves
24 vols. on 2 shelves
14 cu. ft. in 7 letter size file drawers
8 reels of phonotape
244 reels of 16mm microfilm, 1½ microfilm drawers
3 card drawers, 3"x5"
26 photographic negatives
56 blueprints in 9 sets, 2 map case drawers

Item 6. Indexing. A record may contain an index within itself or it may be indexed by another volume or volumes. In either case, describe the index carefully, especially when the index is somehow unusual, under Item 8. If the index is in another volume or set of volumes, fill out a separate form for it and attach it to the form for the series which it indexes. Be sure to describe the index exactly. For instance, a record of marriages might be indexed by the name of the groom only, or by the name of the bride only, or by the names of both and the description of the indexing should state clearly which is the case. Indicate whether the arrangement is strictly alphabetical or by the first letter of the surname only. If there is no index be sure to state this. For any index, check several entries against the records it is suppose to index to make sure it really is what it purports to be.

Item 7. Labeling. A label as distinguished from a title may be most easily defined as any mark or device which is used to distinguish any volume or file box or other container from other volumes or file boxes or containers in the same series of records. Labeling may be of two kinds. The volumes or file boxes may be numbered or lettered in series, the first volume being No. 1, the second No. 2, the third No. 3 and so on or the first lettered A, the second B, the third C, and so on. In such cases write "Lettered A-K," or "Numbered 1-5." If two or more systems of labeling are used in the same series be sure to indicate the number of volumes or file boxes and the dates covered by each. If part of the volumes or file boxes are labeled and the others are not, indicate the dates for which they are labeled and the dates for which they are not labeled as well as the number of labeled and the number of unlabeled volumes or file boxes. The second method of labeling is used to indicate the dates covered by a volume or file box in chronologically arranged series or the portion of the alphabet covered by a volume or file box of alphabetically arranged series. For instance, all of the file boxes may have the title, "Correspondence and Reports," but the first file box might be labeled "January 1, 1915-June 30, 1919," the second "July 1, 1919-December 31, 1925," and so on. In such cases the labeling may be described by the word "Dated," or in case of an alphabetical labeling, "Labeled by contained letters of alphabet. If the record is in more than one type of container, indicate separately the labeling of each type, thus: "5 volumes (1861-1899), lettered A-E; 3 file drawers (1900-1936), dated."

Item 8. Arrangement. Be careful to describe the arrangement of entries in a volume or papers in a file in detail. Do not merely say that entries are arranged chronologically, numerically, or alphabetically, but unless obvious also indicate by what, as for instance: "Arranged alphabetically by name of correspondent." "Arranged chronologically by date of filing." Frequently a record has two systems of arrangement, That is, papers may be divided according to some principle of arrangement and then arranged within the group by another principle. Such double arrangement should be indicated thus: "Arranged alphabetically by name of correspondent and chronologically under each correspondent." "Arranged chronologically by month in which filed and alphabetically by county within each month." If the system of arrangement varies describe each system and give the dates for which it was used. If a set of files has no arrangement which is apparent, write "No obvious arrangement."

Item 9. Contents. This is the most difficult as well as the most important item of the form to fill out correctly. Because we are working on a descriptive inventory, with the aim of including every type of data found in every series, the information provided in this item will become the body of each series entry in the printed inventory.

It is important to be as objective as possible in making series descriptions. One method of achieving this is to use only those terms actually contained in the records to describe them. By letting the records speak for themselves, in a sense, we are imposing less of our own personal interpretation on them. Problems in using this standard may arise either with archaic terms or when different terms are used in various records to describe the same types of data.

Many of these problems will be taken care of during the editing process with cross references but, if you feel it is necessary to add an explanation when filling out the form do so, in brackets to show that it is interpretative statement.

The Historical Records Survey used the following four questions as guidelines for the information necessary to adequately describe a series:

- a. What is the exact nature of the record? for example, "Original bonds," duplicates of licenses," "duplicates of certificates issued," "stubs of receipts issued," "register of," "journal of."
- b. What types of things go in the record? To say that a record consists of minutes or ledgers or bonds means little unless we know what classes of things are entered or filed in it. For instance, we need to say that the record is: "Minutes of sessions of the Council of State," or "A ledger of funds appropriated for State prison camps," or "Bonds of private prosecutors of criminal actions."
- c. What is the record used for? Examples:
"Bonds posted by private prosecutors of criminal actions to insure payment of costs in event of acquittal of defendant."
"Monthly summaries of sales of alcoholic beverages used in compiling quarterly reports to State Board of Alcoholic Control."

Often the purpose of such a record as the minutes of a body or a correspondence file is so clear that no indication of the purpose is necessary on the form.

d. What does the record show? That is what information does that record give about each item entered? Examples:

"Bonds posted by private prosecutors of criminal actions to insure payment of costs in event of acquittal, showing session of court, name of defendant, offense with which charged, amount of bond, signatures of prosecutor and bondsman and date."

"Monthly summaries of sales of alcoholic beverages, Form S-102, used in compiling quarterly reports to State Board of Alcoholic Control, showing for each brand quantity sold and receipts from sales."

"Reports on sanitary ratings of barber shops, used in compiling state-wide register, showing name of shop, address, number of chairs, number of employees, name of manager, number of license, name of registration number of each employee, sanitary grade given by inspector."

If the record is written on printed forms or in columns with printed heads, this information can often be given by copying the columnar headings. Care should be taken, however, to see that the record really does give the information indicated by the headings. If the nature of the information given by the record has changed from time to time, indicate the changes and their dates. For example:

Record of marriages performed in Wake County, showing name and age of bride and groom, place and date of marriage, and name of officiating clergyman or magistrate; after 1868 shows also names of three witnesses.

The Historical Records Survey also had the following suggestions for special types of records:

Records on printed forms. In describing contents, give the title and number of the form, and list the questions or items on the form.

Records arranged in columns. Include as a part of the description the columnar headings, if these headings are actually used.

Minutes. Tell whether the body met daily, weekly, monthly, or irregularly and indicate in some detail the various business handled by the body and the various types of information recorded in the minutes. Minutes often include various kinds of records such as reports of officers, recorded in full in the minutes, registers of appointments made and the like. Keep a careful lookout for such separate contained records and describe them in the manner indicated previously.

Correspondence. Always indicate whether the file includes incoming or outgoing correspondence; whether it includes all correspondence of the office, or only that relating to one or more specific subjects and the classes of persons with whom correspondence is carried on, by an explanation such as "Correspondence with heads of State Departments," "Correspondence with persons seeking adjustments of tax assessments."

Autographs. If the records contain signatures of individuals so state, either by indicating the classification of the people signing the documents as in "Signatures of witnesses included," or "signatures of licensees," or entering the individual's name if he or she is a particularly noteworthy personality.

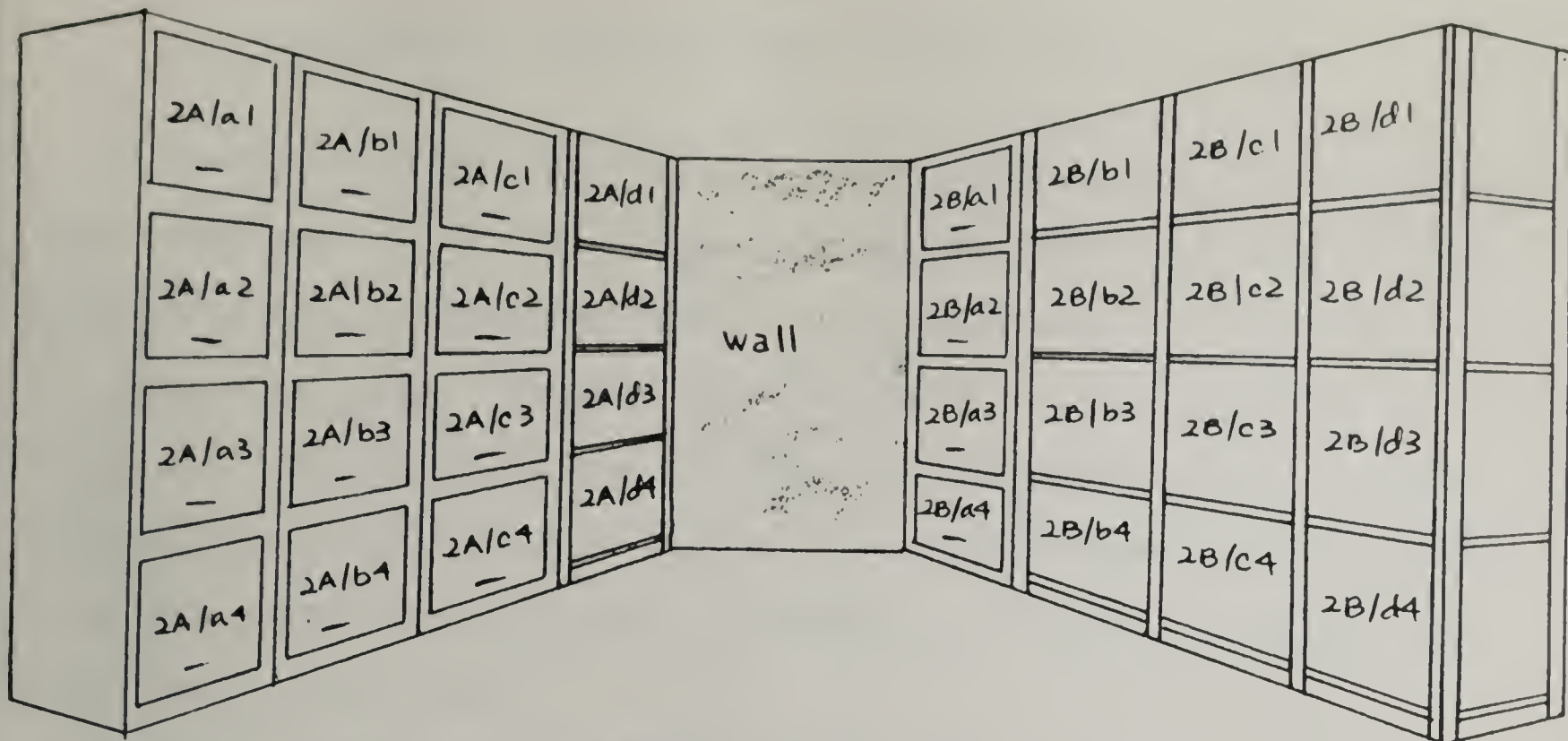
Contained Records. Often two or more distinct record series will be kept in one volume or records container. Sometimes there will be a basic record with secondary records incidentally included. Examples might be the minutes of a board of county commissioners containing a record of cattle marks and brands in the back of the book, or a correspondence file which happened to contain two or three folders of carbon copies of receipts issued. In other cases there is no basic or principal record, but merely a number of distinct types of records kept together in one file drawer or volume.

The most common example is the miscellaneous or general file found in many offices.

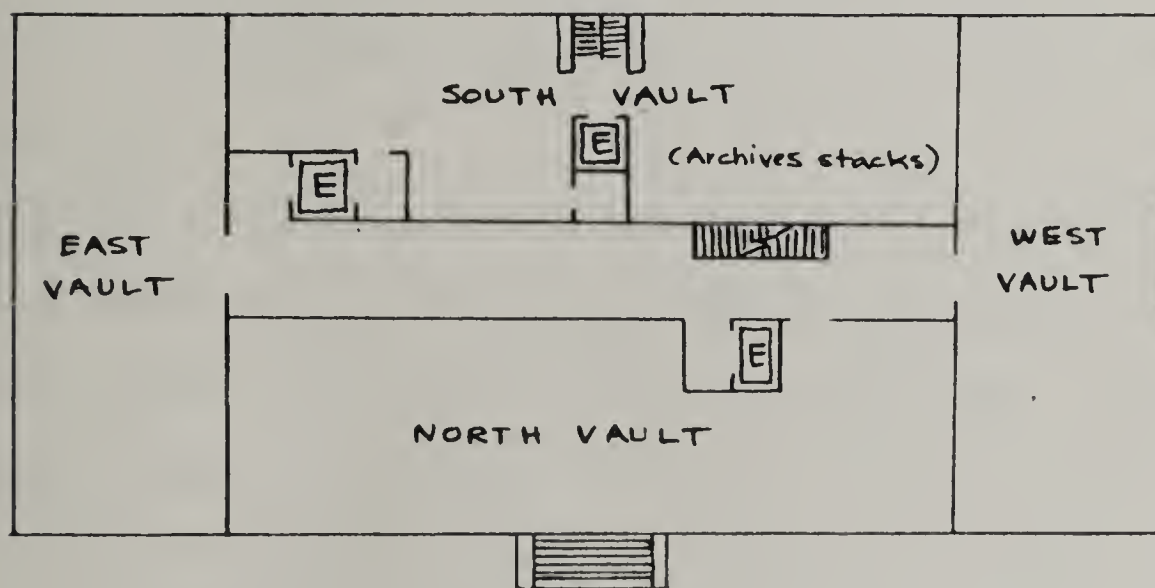
When a volume is encountered which contains two or more separate series, a form should be filled out for each series. An explanation should then be made under Item 10 referring to the other series contained in that volume. In the case of a file in which several series are intermingled, a form should be filled out for each distinguishable series and estimates made as closely as possible as to their date and size. Cross references under Item 10 should also be made explaining the other series found in the same file.

We will make no attempt during the descriptive inventory to sort out or reorganize disarranged series or groups. After the first edition of the inventory has been published we can then go back and do detailed research on such groups, rearranging them and revising their entries in future editions as necessary.

Item 10. Other Information. This space can be used for comments about the records you feel are necessary to clarify any statements made in the other item entries or additional information that is otherwise not provided for on the form. Entries made in this space might concern the need for restoration or rebinding if the records are in poor condition, connections that this series has with another series if it is not made obvious elsewhere, explanations of discontinued or missing records or references to where one might find clarification as to the history, provenance or function of the records. It will also be used to explain series that are accessioned on a regular basis as indicated by an asterisk after the date entered in Item 4.



NUMBERING WITHIN BAY



FLOOR PLAN

INFORMATION RESOURCES AND CURRENT FINDING AIDS

In working on the descriptive inventory, especially when starting a new group or series, the following sources might be helpful for determining the provenance, content and function of the records.

Accession file. Arranged by agency title, it contains folders of letters acknowledging the receipt of records by the Archives. The letters list the records in varying degrees of detail and sometimes are accompanied by very specific inventories made by the Archives staff when accessioned.

Norton's Statutory History of State Government. Margaret C. Norton compiled a statutory history of Illinois state government in the mid-1940's. Arranged alphabetically and cross referenced by the name of every officer, department, agency, commission and committee, it cites every law pertaining to the functions and administration of each, starting in the territorial period. For many agencies she continued to revise the history up until 1957 when she retired. It remains the single most valuable source of information available for tracing the jurisdiction over various records now held by the Archives.

Bluebooks. The Illinois Bluebooks, earlier called the Legislative Handbooks, began appearing sporadically in the nineteenth century and became regularly biennial around 1900. They are often a good source when all one has to work with in identifying records is an individual's name. Short histories of various departments and agencies and longer articles on specific projects or commissions also appear. For easier reference, an index to all former Bluebooks appears in the 1931-1932 edition.

Illinois Fact Book and Historical Almanac, 1673-1968. Compiled by John Clayton. Included in this volume are rosters of the members of each General Assembly, lists of the officers in each Governor's administration, short biographical sketches of famous Illinoisians, and a number of statistical charts on various topics, including state-wide and municipal population counts.

The Laws of Illinois (Session Laws), Illinois Revised Statutes and the Opinions of the Attorney General should also be consulted for the legislative and legal bases by which records are created.

Articles concerning various collections in the Archives, such as the Land Records and Civil War materials, have appeared in past editions of Illinois Libraries and can sometimes be helpful for content descriptions or commentary.

Inventories done of the Archives holdings in the past may also prove useful in certain ways. The Archives staff has been responsible for several; those which are extant were done in the years 1931, 1934, 1956, 1964 and 1971. An inventory was done by Alvord and Pease, The Archives of the State of Illinois, in 1911. There is also an inventory completed by the Historical Records Survey, 1935-1943, and A Guide to Records Holdings, published in 1964 and still in use.

Card Catalog. The card catalog to the holdings has not been uniformly kept up to date but contains a good deal of information nevertheless. There are chronologies of each department filed before the cards listing their holdings, many of which probably mirror Miss Norton's Statutory History. The legislative section of the catalog and the related commissions is probably the most current in information entered.

STANDARDS FOR MEASUREMENT OF CUBIC FEET

One drawer, legal or letter size	2 cu. ft.
One shelf	2 cu. ft.
One column of shelves (6 shelves)	12 cu. ft.
One empty column with no shelves	12 cu. ft.
One map drawer (small)	1 cu. ft.
(large)	2 cu. ft.
One map case, 20 drawers (small)	20 cu. ft.
(large)	40 cu. ft.
One microfilm drawer	1 cu. ft.
One microfilm cabinet (14 drawers)	14 cu. ft.
Three roll out shelves	1 cu. ft.
One column of roll out shelves	4-2/3 cu. ft.
One Hollinger box	1/2 cu. ft.
One records center box (brown)	1 cu. ft.
One file box (white)	2 cu. ft.

ABBREVIATIONS

no.	number	alph.	alphabetical (ly)
nos.	numbers	chron.	chronological (ly)
p.	page	dept.	department
pp.	pages	div.	division
arr.	arranged	ca.	circa
vol.	volume	n.d.	no date
vols.	volumes	G.A.	General Assembly

Do not use the abbreviation comm. for commission; it is too easily confused with committee, commissioners, commerce, etc.

GLOSSARY

This glossary is to be used in conjunction with the one prepared under the direction of the Society of American Archivists ("A Basic Glossary for Archivists, Manuscript Curators and Records Managers," compiled by Frank B. Evans, Donald F. Harrison and Edwin A. Thompson and edited by William L. Rofes. Published in The American Archivist, July, 1974, pp. 415-433.)

The following definitions not only reflect variations from standard usage but also represent local agencies and practices and procedures unique to the Illinois State Archives. Certain other words have been defined here to clarify commonly confused terms. By the nature of things, such definitions are simplistic and do not cover all distinctions, overlappings, or educated disagreements in definition. The words "archives" and "manuscripts" have many subtleties which are not mentioned. The bookkeeping terms used in financial records are quite often confused by the records keepers themselves. In spite of this glossary the descriptions of certain financial records will still be a difficult to impossible task.

ACCESSION LETTER. See: RECORDS TRANSFER SHEET

ACCOUNT BOOK. In bookkeeping and financial records, a general term used for financial records of accounts. It can be a journal, day book, or cash book. Ledger may be included though an account book probably would not be as exact as most ledgers.

ARCHIVES. Permanent records of an organization or its sub-division contained in a depository which serves the body or government that produces the material. In governmental usage the term may include records produced by officials in their public capacities. All other materials, be they business, church or private records are called manuscripts. See also in S.A.A. Glossary: ARCHIVES.

CASH BOOK. A book used in bookkeeping in which all cash receipts or disbursements are entered. Generally refers to petty transactions for various funds and purposes. A journal is usually for more general purposes. Ledgers and day books are more exact.

COLLECTION. A term used in manuscript practice for private papers produced by individuals or organizations. In the Illinois State Archives this term is used for the Perrin Collection. Colloquially the term has been used synonymously with record group and record series.

CONTAINED RECORDS: See page 16.

DAY BOOK. The first book used in bookkeeping in which daily accounts of debits and credits are given in exact chronological order. A day book is a journal but a journal is not necessarily a day book. A day book is generally more chronological exact than a journal.

DESCRIPTIVE INVENTORY. A guide containing specific types of information to be found in the record series of the Archives.

DIAZO COPY FILM. A film used in copying microfilm. It is silver film with diazium salt emulsion in which the polarity remains the same as the original. It is exposed by light and developed with anhydrous ammonia.

FILE BOX. The large white box containing two cubic feet of records. This term is coined because one box will fill a file drawer. It normally has a label stating the agency, subdivision, record title and dates.

HOLLINGER BOX. An archival container produced by the Hollinger Corporation which is used for the storage of documents. The boxes come in varying sizes: letter, legal and half box. The letter size used in the Illinois State Archives has a volume of approximately 1/2 cubic foot. See also in S.A.A. Glossary: ARCHIVES BOX AND CONTAINER.

INVENTORY. A finding aid which has frequently been used in the Illinois State Archives for the preliminary step in compiling other finding aids such as the Guide to Records Holdings and the Descriptive Inventory. Usually there are two types of arrangement for inventories, either subject and agency or shelf list. See also: SHELF LIST INVENTORY.

JOURNAL. The first book used in bookkeeping in which all financial transaction are entered as they occur. Often confused with ledger.

KALVAR. See: VESICULAR FILM

LEDGER. The final book used in bookkeeping in which all debits, credits and account classifications are put under the appropriate headings. The ledger is neater, better organized and is more structured than a journal. Often confused with journal.

LOCAL RECORDS. Material produced by counties, township, municipalities, special districts such as school, park and sanitation and all agencies and subdivisions under their authority.

LOCAL RECORDS COMMISSION. A board composed of local officials which determines the disposition of local records.

LOCAL RECORDS SECTION. The section of the Illinois State Archives which aids local officials in carrying out the policies and decisions of the Local Records Commission. The field men advise the officials on the disposition, management and microfilming of their records.

MANUSCRIPTS. In governmental depositories, records produced by persons or organizations unrelated to the government or any agencies or subdivisions.

This includes material produced by governmental officials in private organizations, business papers and church records. Any records produced by the government, its subdivisions or officials in public capacities are archives, not manuscripts.

To illustrate, Lutheran Church records in a governmental depository would be called manuscripts. However, if the same records appeared in the Archives of the Lutheran Church in America, they would be classified as archives.

The Illinois State Historical Library is the manuscript depository for the State of Illinois; The Illinois State Archives does not make a practice of collecting manuscripts.

MICROFILM. See: DIAZO COPY FILM; POLARITY; SECURITY MICROFILM; SILVER CAMERA COPY EMULSION FILM; SILVER DUPLICATING FILM; SILVER PRINT FILM; VESICULAR FILM.

MICROFILM TRANSFER SHEET. See: RECORDS TRANSFER SHEET.

OUT CARD. An internal device which is put in place of the records when they are removed to facilitate refiling. See: CHECK OUT SHEET; in S.A.A. Glossary: CHARGE OUT.

POLARITY. A word to indicate the type of exposure and its relationship to the original when copying microfilm. If a positive copy is made of a negative, then it is said the polarity has changed. If a negative copy is made of a negative, then the polarity has not changed.

RECEIVING ROOM. In the Illinois State Archives, a room in the basement in which records shall be received, processed and will remain during the accessioning stage. This will prevent unarranged and unaccessioned records from entering the stack or vault areas.

RECORDS CENTER. A storage place where semi-current records are kept. A records center prevents the Archives from being overburdened with current and semi-current records. In Illinois usage, historically, the storage place where all records were kept which were scheduled to be destroyed. All permanent records were kept in the Archives regardless of their currency. Presently, the Illinois Records Center is administered by the Records Management Section of the Records Management-Micrographics Division. See also in S.A.A. Glossary: RECORDS CENTER.

RECORDS CENTER BOX. A brown box which holds one cubic foot of records. It normally has a label giving the agency, subdivision, title and dates of the records.

RECORDS CHECK OUT SHEET. A form used when patrons and/or agencies request documents to records the issuance of such records. It contains the title, types of records, the date, time received and returned, the name of the person receiving such records. It also contains a space in which to designate the location from which the records were removed and, used in conjunction with the out card, aids in refiling. See also in S.A.A. Glossary: CHARGE OUT.

RECORDS MANAGEMENT-MICROGRAPHICS DIVISION. The state agency under the Secretary of State, which aids other state agencies in applying to the State Records Commission for the disposition of records. This agency is generally concerned with the efficient management of paper work and the destruction of records. Currently the Records Center, under this division, keeps no permanent records. See also in S.A.A. Glossary: RECORDS MANAGEMENT.

RECORDS TRANSFER SHEET. A single form that serves the purpose of a transmittal sheet, in that the originating agency lists exactly what records are being sent to the Archives for permanent retention; it also serves as the accession letter, because it acknowledges that the records have been received and are henceforth under the legal custody of the Archives. The MICROFILM TRANSFER SHEET serves the same purposes for microfilmed records.

SECURITY MICROFILM. At the Illinois State Archives, negative microfilm which is deposited by state and local agencies as a safe guard in the event that the original records and/or other microfilm copies are inadvertently destroyed. The security microfilm remains under the jurisdiction of the agencies and may be used only upon written authorization issued by such agencies. See also in S.A.A. Glossary: VITAL RECORDS MANAGEMENT.

SHELF LIST INVENTORY. A type of inventory in which the holdings are arranged as they appear in the stacks, starting with the first level and ending on the twelfth level. This term is borrowed from the library profession which has long used the shelf list to show the arrangement of books on the shelves. This finding aid has been used several times in the past to determine exactly what the Illinois State Archives holds.

SILVER CAMERA COPY EMULSION FILM. An original film used to produce the first generation of microfilm. This is the only microfilm accepted as having archival standards. Kalvar vesicular film and all other copy films are not accepted as having these standards.

SILVER DUPLICATING FILM. A film used in copying microfilm composed of an emulsion of silver particles. This is exposed by light and developed by chemicals. When copying with this film the polarity remains the same.

SILVER PRINT FILM. A film used in copying microfilm composed of an emulsion of silver particles. This is exposed by light and developed by chemicals. When copying with this film the polarity is changed.

STACKS. The designation given to the area in which the main holdings of the Illinois State Archives have historically been kept. The stacks are equivalent to the south vault.

STATE RECORDS COMMISSION. In the State of Illinois the board of state officials which determines the disposition of state records.

TIER. Traditional designation for level or stack. It is abbreviated as "T" in the freight elevator.

TRANSMITTAL SHEET. See: RECORDS TRANSFER SHEET.

VAULTS. Records storage areas in the Archives Building which are usually more secure than the stack areas. There have been two types of vaults. The Departmental Vaults are situated on the north, east and west sides of the building from the seventh to the twelfth levels. In these vaults agencies have stored their semi-current records which were supposed to be destined for permanent preservation in the Archives. The Special Vault and the mezzanine above it, is considered a high security storage area for extremely valuable records. Stored in the Special Vault are Lincolniana, Territorial records, engrossed and enrolled bills, deeds and state constitutions.

VESICULAR FILM. A film used in copying microfilm which is non-silver and is composed of an emulsion of diazium salts. The film is exposed by light and developed by heat. In using this process the polarity changes. Kalvar is a producer of vesicular film. Vesicular film is not considered to be of archival quality.

WASTE BOOK. A British term for day book.

The following terms are used in the Illinois State Archives as they are defined in the S.A.A. Glossary:

Accession	Directives Management
Accretion	Disposal
Administrative value	Disposal list
Appraisal	Disposition
Archival integrity	Disposition schedule
Archival value	Document
Archives administration	Document case
Archivist	Dossier
Arrangement	Estray
Audiovisual Records/Archives	Evidential value
Authentication	File
Barrow process	Finding aids
Calendar	Form
Cartographic Records/Archives	Fumigation
Case file	Guide
Certification	Holding area
Closed file	Holdings
Correspondence	Iconographic
Cubic feet	Informational value
Current records	Item
Custody	Lamination
Deacidification	Legal size
Deposit	Letter book
Description	Letterpress copy book

Letter size
Machine-readable records/archives
Noncurrent records
Office files
Oral history
Papers
Permanent/Durable paper
Personal papers
pH Value
Phonotape
Photographic records/archives
Piece
Preservation
Private records/archives
Program records
Provenance

Public records
Questioned documents
Reading file
Record
Register
Registry principle
Replevin
Research room
Restricted access
Screen
Semicurrent records
Silking
Summary guide
Unscheduled records
Weed
Working papers

RECORD GOURP NUMBERS

000 Contitutional Officers

001 Governor

002 Lieutenant Governor

003 Treasurer

004 Auditor of Public Accounts

005 Comptroller

006 Superintendent of Public Instruction

007 Auditor General

050 Secretary of State

051 Anti-Trust Division

052 Bookkeeping-Accounting Division

053 Corporation Division

054 Index Division

055 Executive Department

056 Motor Vehicle Division

057 Personnel Division

058 Purchasing Division

059 Securities Division

060 Shipping Division

061 Illinois State Library

062 Illinois State Archives

063 Buildings and Grounds Division

100 Code Departments

101 Department of Agriculture

102 Department of Finance

103 Department of Labor

104 Department of Mines and Minerals

105 Department of Public Health

106 Department of Public Welfare

107 Department of Public Works and Buildings

108 Department of Registration and Education

109 Department of Trade and Commerce

110 Department of Conservation

111 Department of Purchases and Construction

112 Department of Insurance

113 Department of Public Safety

114 Department of Revenue

115 Department of Aeronautics

116 Department of Personnel

117 Department of Financial Institutions

118 Department of Mental Health

119 Department of Children and Family Services

120 Department of Public Aid

121 Department of Business and Economic Development

122 Department of General Services

123 Department of Local Government Affairs

124 Department of Corrections

125 Department of Law Enforcement

126 Department of Transportation

Division of Code Departments

- 150 Division of Architecture and Engineering
- 151 Division of Highways
- 152 Division of Waterways
- 153 Division of Aeronautics

200 General Assembly

- 201 House of Representatives
- 202 Senate

300 Permanent Boards and Commissions

- 301 Adjutant General
- 302 Board of Canal Commissioners
- 303 State Board of Health
- 304 Board of Pharmacy
- 305 Board of Dental Examiners
- 306 Board of Livestock Commissioners
- 307 Illinois State Historical Library
- 308 Board of Examiners of Architects
- 309 Game Commissioners
- 310 Board of Veterinary Examiners
- 311 State Highway Commission
- 312 Charities Commission
- 313 Rivers and Lakes Commission
- 314 Illinois Waterway Commission
- 315 Board of Examiners of Structural Engineers
- 316 Illinois Commerce Commission
- 317 Board of Administration
- 318 Public Aid Commission
- 319 State Housing Board
- 320 Liquor Control Commission
- 321 Legislative Council
- 322 Community College Board
- 323 State Police Merit Board
- 324 Illinois Traffic Safety Board
- 325 Civil Defense Agency
- 326 Illinois Budgetary Commission
- 327 Illinois Veterans' Commission
- 328 Pollution Control Board
- 329 Capital Development Board
- 330 Economic and Fiscal Commission
- 331 Court of Claims
- 332 State Board of Equalization
- 333 Board of Public Works
- 334 Soil Conservation Districts Board
- 335 Board of Education for the Blind and Deaf and Dumb
- 336 State Board of Election

400 Temporary Boards and Commissions

- 401 Commissioners of the Kaskakia Commons
- 402 Centennial Commission
- 403 State Board of Managers for the International Exposition
at Philadelphia

Temporary Boards and Commissions, cont.

- 404 Illinois Board of World's Fair Commissioners (World's
Columbian Exposition
- 405 Illinois State Commission at the South Carolina Inter-State
and West Indian Exposition
- 406 Illinois State Commission at the Louisiana Purchase
Exposition at St. Louis
- 407 Fort Massac Commission
- 408 State Council of Defense
- 409 Chicago Commission on Race Relations
- 410 Illinois War Council
- 411 Illinois Industrial Commission
- 412 Human Relations Commission
- 413 Medical Proactice Act Commission
- 414 Chicago Land Clearance Commission
- 415 Commission on the General Assembly
- 416 New Construction Planning and Procurement Commission
- 417 Illinois Telecommunications Commission
- 418 Governor's Revenue Study Commission
- 419 Commission to Study Railroad Crossings in Illinois
- 420 Legislative Commission to Visit and Study State Institutions
- 421 Legislative Advisory Committee on Public Assistance
- 422 Illinois College Testing Commission
- 423 Illinois Industry and Labor Subcommittee
- 424 New York World's Fair Commission
- 425 Commission on Higher Education
- 426 Commission on State Government
- 427 Commissioners to Select Site for Seat of Government, Sell
Town Lots and Erect a State House (1819-1820)
- 428 State House Commissioners (1837-1841)
- 429 State House Commissioners (1867-1879)
- 430 Commissioners to Superintend the Completion of the
State House (1883-)
- 431 Supreme Court Building Commission
- 432 Board of Commissioners for the Erection of a State Arsenal
- 433 Capitol Building Repair Commission (1915-)
- 434 Illinois State House Commission (1955-)

500 Schools, Universities and Institutions

- 501 Illinois School for the Deaf
- 502 Jacksonville State Hospital
- 503 Lincoln State School
- 504 Soldiers' and Sailors' Children's School
- 505 Anna State Hospital
- 506 Elgin State Hospital
- 507 Kankakee State Hospital
- 508 Illinois Veterans' Home
- 509 Peoria State Hospital
- 510 East Moline State Hospital
- 511 Soldiers' Widows' Home
- 512 Dixon State Hospital
- 513 Alton State Hospital
- 514 Illinois Security Hospital at Menard
- 515
- 516 Galesburg State Research Center
- 517 Mental Health Center, Chicago

Correctional Institutions

- 525 Reformatory for Women, Dwight
- 526 Training School for Girls, Geneva
- 527 Training School for Boys, St. Charles
- 528 Industrial School for Boys, Sheridan
- 529 Illinois State Penitentiary--Joliet/Stateville
- 530 Illinois State Penitentiary--Pontiac
- 531 Illinois State Penitentiary--Menard/Chester

Private Schools and Institutions

- 550 Chicago Veterinary College
- 551 Lincoln College of Law
- 552 Monticello College
- 553 Western Military Academy

600 and 700 Local Records

- 601 Adams County
- 602 Alexander County
- 603 Bond County
- 604 Boone County
- 605 Brown County
- 606 Bureau County
- 607 Calhoun County
- 608 Carroll County
- 609 Cass County
- 610 Champaign County
- 611 Christian County
- 612 Clark County
- 613 Clay County
- 614 Clinton County
- 615 Coles County
- 616 Cook County
- 617 Crawford County
- 618 Cumberland County
- 619 De Kalb County
- 620 De Witt County
- 621 Douglas County
- 622 Du Page County
- 623 Edgar County
- 624 Edwards County
- 625 Effingham County
- 626 Fayette County
- 627 Ford County
- 628 Franklin County
- 629 Fulton County
- 630 Gallatin County
- 631 Greene County
- 632 Grundy County
- 633 Hamilton County
- 634 Hancock County
- 635 Hardin County
- 636 Henderson County
- 637 Henry County

Counties, Cont.

638	Iroquois County
639	Jackson County
640	Jasper County
641	Jefferson County
642	Jersey County
643	Jo Daviess County
644	Johnson County
645	Kane County
646	Kankakee County
647	Kendall County
648	Knox County
649	Lake County
650	La Salle County
651	Lawrence County
652	Lee County
653	Livingston County
654	Logan County
655	McDonough County
656	McHenry County
657	McLean County
658	Macon County
659	Macoupin County
660	Madison County
661	Marion County
662	Marshall County
663	Mason County
664	Massac County
665	Menard County
666	Mercer County
667	Monroe County
668	Montgomery County
669	Morgan County
670	Moultrie County
671	Ogle County
672	Peoria County
673	Perry County
674	Piatt County
675	Pike County
676	Pope County
677	Pulaski County
678	Putnam County
679	Randolph County
680	Richland County
681	Rock Island County
682	St. Clair County
683	Saline County
684	Sangamon County
685	Schuyler County
686	Scott County
687	Shelby County
688	Stark County
689	Stephenson County
690	Tazewell County
691	Union County
692	Vermilion County

Counties, Cont.

693 Wabash County
694 Warren County
695 Washington County
696 Wayne County
697 White County
698 Whiteside County
699 Will County
700 Williamson County
701 Winnebago County
702 Woodford County

720 Municipal Records

750 Local Special Districts

751 Metropolitan Sanitary District of Greater Chicago

752 La Salle County Conservation District

753 Illinois State Toll Highway Authority

800 Court Records

900 Non-Illinois Records

901 Federal Census Records

902 Illinois Land Records

903 Works Progress Administration--Historical Records Survey

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